

**MARYLAND JUDICIARY  
ADMINISTRATIVE OFFICE OF THE COURTS  
PROCUREMENT AND CONTRACT ADMINISTRATION**

**POLICY IMPLEMENTATION MEMORANDUM PCA 004  
CONTRACT APPROVAL AUTHORITY**

**March 3, 2003**

**References:**

None.

**Purpose:**

To establish contract approval authority.

**Definitions:**

None.

**Policy Statement:**

To establish the authority for approval of contracts and contract modifications.

**Procedure:**

The State Court Administrator shall have the authority to approve contracts and contract modifications up to one hundred thousand dollars (\$100,000.00).

The Chief Judge of the Court of Appeals shall approve all contracts and contract modifications that exceed one hundred thousand dollars (\$100,000.00).

Approved:

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Daniel A. Coleman, J. D.  
Director of Procurement and Contract Administration

Approved:

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Robert M. Bell  
Chief Judge, Court of Appeals